



Superintendent  
of Documents

# ADMINISTRATIVE NOTES



## LIBRARY PROGRAMS SERVICE

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This special issue of Administrative Notes is being issued in lieu of Fact Sheets, as a means of conveying pertinent information to the depository libraries in a concise and compact format. Highlights of Library Programs Service activities and progress reports on various projects are summarized in the following pages. Since the Spring Council meeting, a number of key positions have been filled; some new automated processes, notably the lighted bin system, have resulted in greatly improved operations, and other new projects are in the planning stage. Eight months after relocating to the main GPO building, LPS is looking forward to a new era of providing for the information needs of the public through the Depository Library Program.

### Inspections

A total of 143 libraries were inspected during fiscal year 1985. This number is down from previous years because three inspector positions were vacant for at least part of the year. These positions have now been filled. Ved Gulati, Joseph Paskoski, and Quynh Hoa have joined the Inspection Team. John Tate now has responsibility for designating new depositories and managing the Depository files.

### Biennial Survey

The 1985 Biennial was conducted during the months of April and May, and by the first of August, preliminary data had been tabulated. The final results of the survey appear in Administrative Notes, Vol. 6, No. 15. Results of the survey have been carefully analyzed, and the data have already proven useful to the Inspection Team.

### Workshop

A one-day "Depository Librarians Workshop" was given by LPS in conjunction with the Fall meeting of the Depository Library Council. Over 80 librarians attended the all day session held at GPO on October 15. The workshop covered LPS operations and the mechanics of the Depository Library Program.

### Slide/Tape Program

While the Library Programs Service was at its former location in Alexandria, Virginia, a prototype slide/tape program was created. This program had been used in the field by Inspectors conducting one-day workshops, and by local

GODORT groups. GPO has updated and revised this presentation to reflect its new quarters and procedures. These slides/tapes are available for loan. Requests for the LPS slide/tape should be directed to:

Chief, Inspection Team  
U.S. Government Printing Office  
Library Programs Service (SLL)  
Washington, DC 20401

## Quality Control

Within the Library Division (SLL), the Depository Administration Branch (SLLA) and the Classification and Cataloging Branch (SLLC) have cooperatively developed a policy to process publications that appear to be duplicates. An incoming publication is initially placed in a shipment box and forwarded for classification; the classifier checks the SLLC shelf list and assigns a classification stem. If the publication is cuttered, all possible cutter numbers are checked in the SLLC shelf list before the final cutter assignment is made. Occasionally, when reviewing the SLLC shelf list, the publication will be found to be a duplicate.

When a publication is a duplicate, its classification number is then checked in the SLLA shelf list to make sure that the publication has already been sent to depository libraries in the full quality. If the publication has not already been completely distributed, full distribution is then made. Publications found to be previously distributed are also cleared through the raincheck file and the survey item file to make certain that the incoming copies were not ordered to complete an earlier depository distribution requirement.

Another technique used to improve quality control is the inclusion of shipping list numbers for all paper-distribution publications in Monthly Catalog cataloging records as a check on duplication. When a publication is determined to have been distributed twice under different classification numbers, our SLLC staff will correct the OCLC data base by entering the incorrect classification number (subfield z) in the MARC (086) SuDocs classification number field of the bibliographic record. Thereby, the correct classification number is displayed along with the incorrect one, for clarification. A correction notice is also generated for the shipping lists and for the Monthly Catalog.

The SLLC continues to practice a high level of quality control for production of the Monthly Catalog. In fact, the Library of Congress (LC) recently evaluated Government Printing Office (GPO) cataloging records and determined that GPO's cataloging records averaged only 0.05 error points per record, a rate far short of LC's "acceptable" error rate of 0.4 error points per record. During fiscal year 1985, SLLC generated 28,175 cataloging records, 5,071 personal name, 2,366 corporate name, and 330 series name headings. As for quality control over the printed Monthly Catalog, all indexes are proofread in advance, and corrections keyed into the GPO data base before the LC and GPO production tapes are generated.



SLLC classifiers processed 156,210 publications in fiscal year 1985, and 87,965 publications were classified for the shipping lists. There were 68,245 publications discarded as duplicate publications. During this period, our classifiers averaged a 2% to 3% error rate. Looking beyond these current efforts, LPS anticipates that the Classification Manual will serve to enforce accuracy and consistency in the establishment of classification headings. Projecting even further into the future, the ACSIS System should measurably improve processing efficiency and accuracy by automating activities in the acquisitions and classification area.

### Classification Manual

The Classification Manual has been edited and is now in the process of being printed for depository distribution. The manual was written under contract by Mae Collins, former GPO Library Division Chief. It was subsequently reviewed by three recognized experts in the library community: Mary Elizabeth Poole, North Carolina; Roberta Scull, Louisiana State University; and Karlo Mustonen, Utah State University. Depository Administration Branch staff and supervisors and classifiers in the Classification and Cataloging Branch were also consulted in drafting the manual in its final form. The manual was written with the goal of documenting, unifying, and simplifying classification policies, and it should prove useful to depository libraries as well as to GPO staff.

### Monthly Catalog Products

The November and December issues of the Monthly Catalog and the Periodicals Supplement are in various stages of preparation. Processing for the 1985 Cumulative Indexes will commence in mid-October.

Software enhancements are being implemented to produce the new one-step look-up indexes, and camera copy of the new format is in the production process. The camera copy will be reviewed to ensure that a high-quality product will result when the new format is put into production with the 1986 Periodicals Supplement.

The 1980-1985 Cumulative Indexes to the Monthly Catalog are scheduled for production before January 1, 1986. Since several indexes were added to the Monthly Catalog during the latest 5-year period, the 1980-1985 cumulation will be appreciably larger than previous quinquennial cumulations.

### Department of Energy Microfiche

The Office of Scientific and Technical Information of the U.S. Department of Energy (DOE/OSTI) reports these fiscal year 1985 depository distribution statistics for DOE technical reports on microfiche:

	<u>No. of Titles</u>	<u>No. of Fiche</u>
Retrospective Coverage (1977-1984)	50,607	6,997,715
Current Titles	<u>14,260</u>	<u>3,173,856</u>
Totals	64,867	10,171,571

As of September 30, 1985, all retrospective titles (1977-1984) had been distributed to depositories. Therefore, librarians can expect to receive substantially less of this material in the future.

GPO appreciates having the cooperation of the DOE/OSTI staff in handling the various questions and requests received from depository librarians. Some of the issues recently addressed by DOE/OSTI have to do with ERA record fields, duplicate distribution of certain titles, and the proposed automated conversion of COSATI records to MARC format.

#### ACSIS

In the May 1985 issue of the Administrative Notes, Vol. 6, No. 7, we included a Fact Sheet on the Acquisition, Classification and Shipment Information System (ACSIS) that is being developed. As stated, this system will automate and support many of the manual procedures and processes that are involved in acquiring, classifying and shipping publications to the depository libraries. The bibliographic data that will be required and stored for the processing of each record will be consistent with MARC formatting, whenever applicable. While the major benefits of this system will be internal to the operations of the Library Programs Service, the resulting improved quality will overflow to the depository library community. Improvements will be realized in the area of potential duplications where errors will be more readily detectible. Our accuracy and consistency in the assignment of Classification numbers will also be improved due to the unified and multiple search capabilities of the ACSIS system.

Progress continues on the establishment and completion of the detailed functional systems requirements (DFSR) and it is expected that a completed DFSR will be presented to Data Systems Service in the early part of 1986. At that time, the requirements will be studied and researched to determine how the system will be developed. This will determine the necessary time for project completion. We anxiously look forward to the development and arrival of this system, which is crucial to meeting the timeliness and quality services of acquiring, classifying and shipping our publications to you.

## Cooperative Map Projects

The USGS/DMA map project is continuing, with the U.S. Geological Survey distributing maps to depositories, and GPO preparing and distributing shipping lists. A new cooperative map project, between GPO and the National Ocean Service (NOS), is currently under consideration. GPO and NOS personnel met in June 1985 to discuss the NOS products and requirements. There are in excess of 3,000 line items, each of which is individually selectable by NOS depositories. NOS requirements concern timeliness of distribution, weeding superseded charts, and interfiling updates. LPS is waiting for a legal determination on whether NOS requirements and Title 44, U.S. Code, can be reconciled, before continuing discussions on this project.

## Lighted Bin System

As a result of the installation and implementation of the lighted bin system, accuracy in distributing publications has increased dramatically. Quality Control Reports over the last three months indicate a decline in the number of throwing errors per thousand copies distributed--from 2.7 per thousand to 0.7 per thousand.

In addition to the improved accuracy rate, Library Programs Service (LPS) should realize an annual cost avoidance of \$22,400 for personnel resources no longer required to prepare lists for item distribution schemes. The lighted bin system has also provided distribution personnel with the capability of distributing publications at a much faster rate.

## Rain Checks

Rain check procedures were implemented in October 1984. Since then, up through September 1985, 1,586 rain checks have been processed and 655 rain checks have been filled, leaving a balance of 931 still to be filled.

## PRF Update

The PRF is now linked with a master product management system that centralizes non-bibliographic data entry operations, significantly eliminates duplicate data entry, joins internal inventory and bibliographic records, and improves the in-house dissemination of data.

In effect, the PRF is now an output product of a central product management data base that improves the ability of personnel within the Documents Sales Service to manage inventory, and process orders by relating bibliographic with inventory records.

This association between the PRF and a master system does not noticeably affect PRF records, microfiche, or their distribution, but does make the PRF a more effective in-house resource than when it was an independently existing file.



Depository librarians will notice an improvement in the quality of PRF microfiche and in the regularity with which they are received. The contractor that had been responsible for PRF microfiche production has been replaced by a more responsible contractor. A two-year term contract was awarded in September to another firm that has to date produced microfiche that are in accordance with production requirements and schedules.

Depository Distribution Division Statistics  
Fiscal Year 1985

<u>Titles</u>	<u>Received</u>	<u>Processed</u>
Paper-----	24,551	24,247
Microfiche-----	30,331	30,794
Total-----	54,882	55,041

<u>Copies Distributed</u>	
Paper-----	10,306,385
Microfiche-----	13,318,687
Total-----	23,625,072

<u>Claims Received and Processed</u>	
Received-----	63,174
Processed-----	62,862
Packages Mailed-----	731,714
Shipping Lists-----	1,982